



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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January 30, 1990

GPO Cataloging Tapes Ready for Production

The Cataloging Branch is pleased to announce that GPO's computer specialists have completed the programming required to produce the new GPO Cataloging Tapes. The Library Programs Service (LPS) delivered a prototype tape to the Library of Congress for evaluation on January 2, 1990. When LC personnel complete the testing and evaluation process, they will advise LPS of the outcome. LPS will pass on the information to the depository library community at that time. LC has yet to determine whether the new tapes will be offered as a MARC Distribution Service (MDS) subscription. The decision will be based in part on input from current and potential subscribers.

The tape which LPS provided to LC consists of records drawn from the same data set used to produce the January, 1990 Monthly Catalog. Because of the additional difficulties in handling serial records, and because a revised production strategy for the 1991 and future Periodicals Supplement issues is under consideration, LPS does plan to distribute a new GPO Cataloging Tape consisting of the collective serial records from the 1990 Periodicals Supplement.

Because of user concerns about the lack of the Monthly Catalog identification number, GPO will provide a control number with the look and feel of the Monthly Catalog identification number. This sequential control number will begin each year with 50000. This different numerical range is being employed to avoid duplicating the Monthly Catalog identification numbers.

Applications which may have relied on the Monthly Catalog identification number should consider revising their "deduping" strategies. The new tapes will contain numerous replacement records, and the records to be retained can best be identified by using the date and time of latest transaction (DTLT) code in the 005 field. This field, which is already present on the USMARC format data distributed for GPO by the Library of Congress, will be the key to identifying the record version to be retained.



Readers Exchange

The Heart of Texas Documents Consortium (HOTDOcs) has developed a computer program that prints a Union List of Item selections for its member libraries. The consortium annually purchases the GPO's Union List of Item Selections on magnetic tape. This printout is used to increase cooperation and efficiency among the member depositories.

The Consortium has decided to share this capability with other institutions and consortia. The cost per institution in a group, network, or consortium is \$100.00. This includes one printout by item number and one printout by SuDoc number for the initial institution. Cost for additional printouts is \$10.00 per printout. This price includes shipping and handling costs.

The program is designed to handle 10 single letter library designations, 6 two letter designations or 5 three letter designations. This system is primarily aimed toward the smaller network or consortium. For further information please contact:

John S. Wilson
Documents Librarian
Baylor University
B.U. Box 7148
Waco, TX 76798-7148
(817) 755-2157



Networking -

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Documents Access!



Saunders' Suggestion Saves Over \$600,000

For many months, the American public has read its papers, listened to its radios, and watched its televisions as the Iran-Contra Investigation has unfolded. As familiar as many of us have now become with the details of this event, very few of us are aware of the role the GPO plays in recording such a happening for history.

Congressional Documents Specialist Virginia Saunders, however, knows well the effort and the requirements for preserving our historic documents through the bound U.S. Congressional Serial Set, a compilation of all of the Senate and House Reports and documents issued for each session of Congress. In the case of the Iran-Contra Investigation, Saunders' knowledge of these preservation procedures enabled her to devise one of the most successful suggestions ever proposed by a GPO employee, a suggestion which has saved taxpayers an estimated \$606,000.

As Saunders noted in her suggestion proposal, "All numbered Senate and House Reports and documents issued by the United States Congress are cumulated, bound into volumes, and assigned a Serial Number for identification purposes." This means that any information which is printed as both a Senate and a House Report is produced and numbered twice. Such a duplication rarely makes a significant difference in the overall bound volumes. However, with the Iran-Contra Investigation, this was not the case. Senate Report 216, which contained Appendix material from the investigation filled 35 volumes. Thirty volumes of

the same material were printed as House Report 433 and would therefore fill an additional 30 volumes in the U.S. Congressional Serial Set. Saunders' suggestion clearly points out what this quantity of material means in terms of the overall production of the Serial Set. "As a result of the background material on the Iran-Contra Investigation being printed both as a Senate Report and also as a House Report, the U.S. Congressional Serial Set for the 100th Congress, 1st Session alone will consist of 129 volumes. This total is more than the total number of volumes for a complete Congress (both Sessions) since 1979," she notes.

Saunders suggested that the 30 volumes of material printed as House Report 433 be assigned Serial Numbers as required, but not be bound. The *Schedule of Volumes*, which is a listing of the bound Serial Set volumes, would instead carry a notation that "material in Serial No. 13811 thru Serial No. 13840 is identical to material bound in Serial No. 13740 thru Serial No. 13769 respectively. Therefore, these volumes were not bound." With 458 copies of the bound Congressional Serial Set produced, Saunders' suggestion to not include the 30 volumes would mean that a total of 13,740 volumes would not require binding—a step that would bring about the impressive savings.

GPO officials were quick to recommend approval of Saunders' suggestion, but also recognized the requirement for concurrence from the Joint Committee on Printing in order to assure that no provisions of the law

would be overlooked if the duplicated material was not reproduced in the bound Congressional Serial Set. In his letter to Acting Public Printer Jenifer noting the Joint Committee's concurrence, Chairman Wendell H. Ford added, "I commend your employee for the fine idea which will result in a cost savings of approximately \$606,000."

With that final approval secured, GPO's Employee Programs Branch was able to notify Saunders of the acceptance of her suggestion and of the sizeable award she would receive as a result of her farsighted idea.

Saunders sums up her view of the suggestion and its approval when she says, "Knowing the importance of historic documents which contain the authoritative record of our Nation's history, and also being aware of budget constraints, I felt the suggestion would be in the interest of the mandate of Congress to protect its fiscal responsibility to the taxpayer. Accordingly, I submitted the suggestion for Congressional approval. If you have an idea, take the time to write it up and submit it in the form of a suggestion. Your suggestion may also be approved."



Reprinted from *The New Typeline*,
v. 5, no. 5.

Photocopying Documents in the National Archives

Administrative Notes has received the following clarification of the National Archives' photocopying policies from Rodney A. Ross, of the Reference Branch, Center for Legislative Archives, National Archives and Records Administration:

In my October 19th address to the Depository Library Council my final paragraph included the sentence: "While we do not lend publications from Record Group 287 to other institutions, for those publications in decent shape we permit photocopying, either by researchers themselves at 10 cents a page or by our staff for mail orders at 35 cents a page." Subsequently it was brought to my office's attention that the National Archives Procedures Manual specifically excludes bound volumes from being copied on self-service copiers. This exclusion is made for preservation reasons. Although the exclusion is under review, at least for the time being (effective November 13, 1989) the photocopying of publications will be done only by members of our staff at 35 cents per electrostatic reproduction.



**REACH
FOR A STAR.
ASK A
LIBRARIAN.**

**NATIONAL LIBRARY WEEK
APRIL 22-28, 1990**

American Library Association

Summary, Fall Meeting Depository Library Council

Arlington, Virginia
October 18-20, 1989

The 29th meeting of the Depository Library Council to the Public Printer was called to order by Chair Ridley Kessler at the Rosslyn Westpark Hotel on Wednesday, October 18. With an estimated 200 attendees, this Council meeting was the largest ever held. Prior to convening, a moment of silence was observed in memory of George Kosman, a newly-appointed Council member, who died in September.

Bruce Scaggs, deputy Public Printer, welcomed the group to the Washington, D.C. area on behalf of Joseph Jenifer, Acting Public Printer, who is recuperating after being injured in a train accident. Mr. Scaggs called Council meetings an important channel of feedback for the Government Printing Office, because they measure progress and suggest improvements. He mentioned two key issues for this meeting, which will affect the future of the depository program: 1) impending reductions in Congressional appropriations for the Depository Library Program, and 2) electronic dissemination of information to depositories.

Mr. Kessler introduced the Council members, went over announcements and general procedures, gave the dates of the Spring 1990 meeting in Phoenix (April 25-27) and mentioned a tour of the Library Programs Service at GPO for Council attendees, which was to take place Friday afternoon.

Donald E. Fossedal, Superintendent of Documents, greeted the group and then reviewed progress in his area, except that of the Library Programs Service and the International Exchange. The Sales Program had another good year; a \$5 to 6½ million surplus is expected after year-end adjustments, part of which comes from surpluses in GPO bookstore sales. In the past, the sales surplus has been used to defray costs in the depository program. He mentioned an audit which GAO is conducting at GPO and praised the approximately 900 employees in the Superintendent of Documents area and the 4000+ employees in all of GPO.

GPO Budget

Joe Cannon, Assistant Public Printer for Financial Planning and Policy, reported that GPO's budget for Salaries and Expenses for the current fiscal year is \$20,167,000, as of October 18. GPO's \$25,500,000 request for FY 1990 was scaled back by Congress and then further reduced by the automatic Gramm-Rudman-Hollings sequestration. GPO and JCP must come up with proposals to meet these reductions. It is possible that Congress will permit the transfer of additional funds from the FY '89 sales profits to offset part of the cuts. Mr. Cannon also reported on the status of funding for paper copies of the bound Congressional Record for depository libraries. The Appropriations

Committee has denied funding for paper copies for the years 1986-1990. Paper copies for the years 1983-85 had been restored by JCP after Congress had specified microfiche for those years; those paper copies are coming now to the 540 some libraries who had originally selected paper. Money has been appropriated for microfiche for 1983-85 and for 1986-90. However, JCP has put a hold on all microficheing of the Record while a CD-ROM version is being developed and tested. A CD-ROM test disk for 1985 will be distributed to all 1400 depository libraries in early 1990; after that, depositories may be surveyed to see if they want microfiche or CD-ROM. Even if depositories aren't getting paper, 500 paper copies of the bound Record will be printed, 100 of those for sales and the rest as by-law copies. Paper copies of the Congressional Record Index will continue to be available for those depositories which select that format.

Library Programs Service Update

Mark Scully, LPS Director, gave an overview of current progress and plans of his area, in terms of how these relate to three principles of public information dissemination: open access, diversity of access points, and low-cost access. He pointed out that LPS is not self-contained, but rather operates within a fragile structure and is very affected by outside forces, such as microfiche contractor markets, and economic and political forces. Microfiche is being eclipsed by newer technologies, such as CD-ROM (the "electronic or high-tech microfiche").

Patent and Trademark Office Report

Bill Lawson reported on the PTO's CD-ROM pilot project with their CASSIS database. CASSIS (Classification and Search Support Information System) began in 1983 as an online database which provides access to patent and trademark information. It has been provided free to all 65 Patent Depository Libraries (PDLs). In FY '87, PTO was allotted \$40,000 for a CASSIS CD-ROM pilot project. Despite problems along the way, the project has been a great success. Users have been using the CD-ROM version more than the online one, saving PTO money (approximately \$300,000/year). CD-ROM equipment has been provided free to the PDLs. Disks are prepared in-house at PTO, except for the mastering, and a two-disk update set is issued every two months. The 12 disks per year are also available for purchase for \$300/year, \$95 of which is a royalty fee for the software. Another PTO disk, due out in November, contains miscellaneous manuals and indexes, such as the Inventors Name File and the Roster of Attorneys and Agents. Formerly called "ASSIST," this disk will be renamed because there is a commercial product available under that name. PTO is now working on putting patent images on CD-ROM, in place of the current microfilm format. Instead of four or five microfilm reels/week, PDLs would receive two disks/week, or 100 per year. Even with the costs of providing PDLs with additional equipment to use patent images on disk, PTO figures this project will pay for itself, just as the CASSIS CD-ROM project has.

While he didn't rule out completely the possibility of PTO CD-ROMs being distributed through GPO's depository program, Mr. Lawson did point out the major drawback: royalty fees on the commercial software, which GPO's budget cannot absorb. PTO would like to switch to software that is in the public domain or that has a one-time charge and they are looking for such software for the proposed patent images disk. PDLs get guaranteed maintenance for five years (actually, replacement of broken components) on the equipment which they receive from PTO. A pilot project to provide full-text patent data online to some PDLs is being considered. These files are now available in PTO's Public Search Room in Crystal City, VA, but there is a charge to users. Currently CASSIS is free of charge to users in PDLs, but that may not always be the case.

GPO Marketing Update

Charles McKeown, Director of Marketing, commented on a market research study on electronic products which GPO is planning to procure. The study will use focus groups and a mail questionnaire to measure potential markets for CD-ROM and FM broadcast versions of government information products, including those currently sold by GPO in paper copy and magnetic tape, and products not yet developed. The contract for the study has not yet been awarded. Once underway, it is expected to take six months to complete.

Mr. McKeown then introduced Joyce Truman, who is in charge of depository library marketing activities. She reported on the success of the "Keeping America Informed" videotape, which has been used for GPO training classes, in library workshops, and by the inspection team. A copy can be borrowed by calling her at (202) 275-3635. She showed the prototype of a poster advertising depository libraries, designed to be placed in non-depository libraries. A blank space has been left on the bottom for the name and address of a particular depository. She offered to provide peel-off signage for the posters with an individual library's information; libraries can order from : Office of Marketing, USGPO, Mail Stop SM, Washington, D.C. 20401. The GPO brochure, "Your Source for Government Information," is being revised and reprinted. Audience response was positive to the idea of GPO folders, which could be used for workshops. Extra copies of the order form for depository library promotional materials are available from Ms. Truman. It was suggested that this order form could also include the Subject Bibliographies Index, and Publication List 36.

Inspection Team Update

Joe McClane, Chief Inspector, announced that the results of GPO's survey of FAX capability in depository libraries will appear in Administrative Notes. The Biennial Survey showed that approximately 60% of depositories have fax capability. The inputting of 1989 Biennial Survey data into PAMALA has recently been completed. State-by-state breakdowns on most of the statistical questions are planned. Because of Council's interest, a report on the claims question was generated first. The average

number of claims per library per month is four, the same as in 1987. Approximately 67,000 claims are sent per year. The Biennial Survey results show that 50% of depositories have CD-ROM capability, 65% of these being academic and 45% public. The 3rd annual Inter-agency Depository Library Seminar will be held April 2-6, 1990. Six agencies will take part: NTIS, Library of Congress, GPO, Census Bureau, Office of the Federal Register, and the Patent and Trademark Office. Attendance is limited to 65 people and there is usually a waiting list. Registration information will appear in Administrative Notes. Places will be held for librarians in the West to give them a fair chance to attend. This seminar is aimed at intermediate-level depository librarians.

1990 Decennial Census Update

John Kavalinais of the Bureau of the Census reported that some 100 million questionnaires will be mailed March 23, 1990 and that 250 million people will be enumerated. Approximately 17 million households will receive the sample or long-form questionnaire. The cost of the 1990 census will be approximately \$2.6 million. Controversies include a recently-settled lawsuit in New York regarding adjustment of census counts, and pending legislation to prohibit counting of illegal aliens. The problem of undercounts goes back to the first census in 1790. Various census programs are underway to avoid a serious undercount.

1990 Census of Population and Housing; Tabulation and Publication Program is a publication which most depositories should have received directly from the Bureau of Census in October. It gives a brief summary of the data to be collected and the products that will result, and compares the 1990 products with those from the 1980 census. In the 100% (short form) questionnaire, new categories have been added for household relationships. Race categories will be the same as 1980. More changes and additions have been made in the sample questionnaire. Questions dropped as unnecessary (after conferences with data users) include weeks looking for work, activity five years ago, and marital history. Also eliminated are questions on number of stories in structure, number of bathrooms, fuel for cooking and water heating, air-conditioning, and elevators.

The number of printed reports for 1990 will be about the same as for 1980, but computer tape files, microfiche, diskettes, and CD-ROM products will also be available. In 1990 there won't be a series of preliminary, advanced and provisional reports. Eliminated for 1990 are Chapter D reports (detailed population characteristics), Volume 2 Housing (metropolitan housing characteristics), and STF (Summary Tape File) 5. In exchange for dropping these, Census will provide more subject reports and subject tape files, which they hope will be released more quickly. A series of computer tapes will give information by subjects such as income and education, down to the county level in some cases. Printed reports will be based on those tapes, perhaps not always down to the county level. PHC reports have been redesignated as CPH reports (Census of Population and Housing).

The release schedule for 1990 was briefly summarized by Mr. Kavalinakis. The Public Law 94-171 (political redistricting) data will be released first. (It must be provided to every governor and state legislature by April 1, 1991). This data, available on tape and CD-ROM, will give population and housing unit counts to the block level and information by race and age. Shortly thereafter will come the first printed report, a new and improved Summary Population Housing Characteristics Data for Governmental Units, containing basic statistics from the 100% data for all governmental units, issued by state. Metropolitan and urbanized area data will be released later in separate reports. The second report to come out will be the Geographic Area Tables, which will be organized within race and Hispanic origin groups, rather than with many separate tables as in 1980. Throughout the rest of 1991 and 1992, the rest of the 100% reports and products will be released. In 1992 and 1993, the subject reports are scheduled for release.

Forrest Williams of the Census Bureau continued by reporting that CD-ROM technology is being incorporated into all census publication programs, not just the decennial census, and that depository libraries will be able to receive the various CD-ROM products. CD-ROM will not replace paper products, but will supplement them by making data formerly released only on computer tape available in a second, more accessible format. For each printed report there is an associated computer tape containing the data behind the report, with extra statistical and geographic detail. Now this data (not the reports themselves) will be available on CD-ROM. Tape files that will also be available on CD-ROM include P.L. 94-171 data, STF-1 files (data from the 100% part of the questionnaire), and STF-3 files (data from the sample questions). Some reports, such as the census tract report, take information from both STF-1 and STF-3 files.

Census CD-ROM disks will be coming out shortly after the tapes, starting in 1991. The first disks will contain data in the order it's available, so the sparsely-populated states will be first. Later Census will go back and organize the states into regions and then re-master the disks. These later disks are the ones which GPO will be distributing to depositories. Software from the Census Bureau will be available from a clearinghouse at the University of Tennessee, as well as software in the public domain. No analysis of this software will be done by Census, but it will be free and will be available to federal depository libraries. The applications format used by Census is dBASE III, so users with that or any software package that can import a dBASE III file (such as Lotus 1-2-3 or EXCEL) can access the data directly.

Selected files from the TIGER database are being made available to the public. TIGER (Topologically Integrated Geographic Encoding and Referencing System) is a huge geographic information system which creates census maps. TIGER/Line Extracts is a prototype file which can be used to make very detailed maps. It is on approximately 185 high-density disks. Pre-census TIGER/Line files will be released on 40 CD-ROM disks and could possibly be distributed to depositories. However, costly software is needed to make maps out of these files.

Some 90,000 maps will be produced for the 1990 census, but no decision has been made on how many of these will be provided to depository libraries. Census tracts and tract maps will be issued in paper. Extracts of all block-level data will be available on microfiche and CD-ROM. All the block-level data will be on the STF-1B tapes. Maps for block level data will be available at the 13 regional census centers around the country, which will also be selling maps for their regions. State data centers will have copies of all maps for their states. In response to a suggestion from the audience, the Census Bureau will consider making block maps of metropolitan areas available to depository libraries.

Maps Update

The three major agencies which distribute maps through the depository library program were represented in this part of the program. Charles Bennett of the U.S. Geological Survey began by mentioning the 1984 merger of the former USGS depositories into the GPO depository library program. Now over 950 depositories get USGS maps and everything the agency publishes is available for selection. An example of a recent addition is the Coal Map of North America (I 19.85: C) (Item 619-G-3). Information on new maps can be found in the monthly issues of New Publications of the Geological Survey (I 19.14/4:) (Item 622) and the annual Publications of the Geological Survey (I 19.14:) (Item 623). Mr. Bennett explained why depositories have not yet received many county maps, which were surveyed as separate selections early in 1988. A problem with GPO's tapes has been solved and county maps should appear on shipping lists in the near future.

State Topographic Indexes and companion catalogs are another category of maps. Within the next six months, depositories should be receiving all of the remaining catalogs and supplemental indexes (a single sheet per state). The Index to the U.S.-Mexico Border Maps (203 color image maps) is being printed and should be sent by January 1990. Map indexes and companion catalog booklets are received by those who select topographic maps. Mr. Bennett said that if depositories want these indexes and catalogs, they can claim them, even if they don't select the appropriate map item numbers. These state indexes are available free upon request to libraries and the public, and the individual shipping lists may be used to request these as "claims" when issued.

CD-ROM disks from USGS will be available within the next six months and will be considered for the depository program. The Geographic Names Information System is a leading candidate for CD-ROM. Other possibilities are such things as Advanced Very High Resolution Radiometer (AVHRR) data and Side-Looking Airborne Radar (SLAR). (Note: An Interior Department CD-ROM containing samples of SLAR image files was made available to depositories in September.) A recent USGS reorganization has created Earth Science Information Centers (ESICs) by merging the former National Cartographic Information Centers (NCICs) and the Public Inquiries Offices (PIOs). ESIC offices provide information on USGS maps, book reports and other publications,

and have ordering information for many other products. A list of ESICs is available by writing to Mr. Bennett:

Information and Data Services
Mail Stop 508
U.S. Geological Survey
Reston, VA 22092

All sale items are available to depositories, but proprietary or raw data is not.

Eric Dohrmann of the **Defense Mapping Agency** spoke of his agency and its revitalized DMA depository program operating now through GPO instead of separately. He may be contacted at:

Defense Mapping Agency
Combat Support Center
Attn. PPO/Depository Program Manager
Washington, D.C. 20315-0010.
(202) 227-2271

The mission of the DMA is to provide maps, charts and geodesy products to the U.S. military and other authorized users, in the interest of national security and the strategy of deterrence. While DMA does provide materials to the aeronautical and hydrographic communities and for public sale, that accounts for only one percent of their total distribution. In FY '88 they distributed 41.6 million copies, of which approximately 12.1 million went to depositories.

Last summer, several categories of new DMA products were offered to depository libraries on GPO Special Survey 89-200. Selections included tactical pilotage charts, harbor and approach charts, indexes for various aero charts, and hydro and topo catalogs, which serve as graphic indexes for those products. Gazetteers are supplied to depositories in microfiche. Most digital data are not available to depositories or as public sale items. The only exceptions are Sample DTED (Digital Terrain Elevation Data) and DFAD (Digital Feature Analysis Data) Cells, which are available for public sale but not for depository distribution. DMA public sale catalogs are updated on a regular schedule, but DMA products are not updated at regular intervals. Schedules of cartographic production are not published. For DMA customer assistance, users can call 1-800-826-0342 or (202) 227-2495.

In the future, DMA hopes to add the remaining public sale items to the depository program. The World Vector Shoreline (WVS) has been designated for public sale. This digital data file is on 9-track tape, but will likely go to CD-ROM. The file contains shorelines, international boundaries and country names. Currently the CD-ROM products of the DMA are the ADRGs (Arc Digitized Raster Graphics). At this time these are distributed only to the Department of Defense, but are being

considered for public sale.

Carol Beaver of the National Ocean Service (NOS) spoke about her agency's domestic charting activities, both nautical and aeronautical. She traced the background of NOS involvement with GPO. In 1981, when NOS was first asked by GPO to give aeronautical products to depositories, the agency was reluctant to do so, since they were in the business of selling charts. They were also concerned that charts placed in libraries would be out-of-date. In addition, they had their own depository program for visual products and nautical charts (not aeronautical). The Joint Committee on Printing and GPO kept pursuing NOS participation, even after new enabling legislation for NOS changed the picture somewhat (by mandating complete cost recovery for charts, eliminating mention of depository libraries, and greatly limiting free distribution of charts). Liability was also becoming an issue, as various lawsuits attempted to place blame for boating and airplane accidents on providers of out-of-date charts. In 1987, the NOS General Counsel issued an opinion that under the new enabling legislation, NOS could support the depository program. NOS would print the charts, but GPO would be responsible for distributing them. Also, it was determined that stamping charts "not to be used for navigation" would eliminate liability for the agency and libraries if the charts were out-of-date.

A major factor in the currency of charts is the means by which they are sent to users. Purchasers of NOS charts receive their orders by first class mail, so they are assured of having current charts. But they are paying for this service, since nearly half the price is for postage. GPO, on the other hand, cannot afford the expense of first class mail. Libraries must stamp the appropriate warning on charts they receive from the depository program so they will not be liable for out-of-date material. Users who require current material must purchase it.

As for upcoming NOS products, Ms. Beaver said that not many new aeronautical charts are available, except for a few more helicopter charts and TACs (1 to 250,000 scale charts). New aeronautical chart work is mostly digital and is owned by the Federal Aviation Administration, so that agency would have to agree to any distribution to depositories. As an example of a new nautical chart, Ms. Beaver displayed for the audience the first of exclusive economic zone bathymetric mapping charts. These are based on new technology that gives for the ocean floor the reliability that has long been available for topographic maps. The example she showed, of the Monterey Canyon, is the first such chart produced. It may already be inaccurate due to the previous night's earthquake in that region, she said. This chart and others soon to be available will be listed in the new NOS bathymetric catalog No. 5 coming out in November. The charts will sell for \$10 apiece and will be available through the depository program. Defense has questioned whether these charts should be released, since they reveal a lot, including where submarines hide. These bathymetric charts will be available first in Ozalid form before they are published. Ozalid copies will not be available to depository libraries; they'll be one of a kind and will be expensive.

Update from the Joint Committee on Printing

Tony Zagami, JCP General Counsel, gave a short explanation of the mission of the Joint Committee, which is to oversee the printing, binding, and distribution of federal publications. He described the JCP as a Board of Directors over GPO, with the Public Printer as the Chief Executive Officer. Bernadine Hoduski, JCP staff member, discussed current legislation on federal information policy and electronic dissemination that would affect depository libraries. Areas being looked at include reauthorization of the Paperwork Reduction Act and revision of Title 44 U.S.C. She also mentioned S. 1067, sponsored by Senator Gore, which, among other things, supports libraries getting electronic access to government information. A new staff paper from the Office of Technology Assessment, Federal, Scientific and Technical Information in an Electronic Age: Opportunities and Challenges, discusses the fate of the National Technical Information Service. The JCP has been working hard to get electronic information into the depository program, just as they have done previously with such things as maps and Department of Energy technical reports. As Ms. Hoduski pointed out, money is a big concern, but users are important too. The JCP strongly supports the five GPO pilot projects.

A CD-ROM version of the bound Congressional Record is in the works. Software specifications for such a product are the concern of a working group, which has been meeting weekly. She distributed for comment a draft of retrieval requirements for searching the full text of the bound Record on CD-ROM. It is hoped that an entire Congress (two-year period) plus the Index could be put on one disk. Desired search features include a two-level system (for beginning and experienced users), keyword searching of the full text, and the ability to distinguish statements made by a Member from other mentions of his or her name. Searching for bill numbers, special characters, and tabular material is important. On-screen prompts and supporting documentation will be needed. The software could be procured and ready to go by December, and the final product, a test disk of the 1985 volumes and index, may be ready for distribution to all depository libraries as early as February 1990. She commented that GPO has learned a lot from the experience of contracting for software for the EPA pilot project. She described depository librarians as a very attentive constituency, quick to point out problems. One example is the National Criminal Justice Research Service (NCJRS) Thesaurus, which had disappeared from depository distribution. Librarians complained and JCP has gotten this title back into the program.

Meeting Convened, Thursday

The meeting resumed Thursday at 8:45 a.m. with announcements about a workshop Friday afternoon for public librarians who had pre-registered, planned by Barbara Hulyk and Chris Kitchens, and about a survey which will be sent by Bill Sudduth of Williams College to private academic libraries which are depositories.

Report on GPO Documents Collection and Legislative Archives

Rodney Ross of the National Archives and Records Administration began by discussing the history and current status of the former Public Documents Library, which began in the 1890's and is currently the responsibility of NARA's Center for Legislative Archives. The Public Documents Library is now known as Record Group 287, "Publications of the U.S. Government." He explained the difference between records, which are by-products of business activity, and library materials, which usually are cultural products. Government publications fit into both categories. He explained how the documents up to 1979 are filed and retrieved. At this point, the 1980-88 documents are in Suitland, Maryland, still in the custody of GPO. There may be a problem with completeness of the 1980 materials, particularly the microfiche. As soon as space is available, the 1980-88 materials will be transferred to the NARA building in Washington, D.C., and processed. Record Group 287 takes up 25,000 square feet and approximately one-tenth of that is non-SuDocs publications (mostly Navy airplane manuals). NARA feels that its holdings in RG 287 should serve as a "resource of last resort" for depository libraries. They maintain closed stacks and don't lend materials, but do permit photocopying and will take mail orders for photocopying (\$.35/page). Mr. Ross can be contacted with questions about specific publications at (202) 523-4185.

He introduced Lewis Bellardo of NARA, who stressed the importance of documents to the National Archives. They have worked with records officers of agencies to send their publications to GPO and to Archives. Questions from the audience included interest in the reprinting of a NARA pamphlet on getting out-of-print documents and concern over whether NARA is keeping copies of superseded documents which are now being discarded by regional depositories. It is NARA's intention to retain superseded materials, but they don't always get everything they should and expressed some concern about libraries discarding publications. It was agreed that depository librarians and NARA need to start a dialogue on this issue. Questions were also raised about the physical condition of the archived documents and about the priority given to getting and processing the 1980's material. NARA is not presently acquiring and preserving CD-ROM disks. They attempt to acquire non-GPO materials, but don't feel they have good control in this area.

Update on Information Technology Program

Jan Erickson reported that progress has been made on the electronic pilot projects. She outlined the presentations to follow on the Department of Commerce's Electronic Bulletin Board (EBB), selection and evaluation methods of the General Accounting Office for the pilot projects, and the Toxic Release Inventory (TRI) project of the EPA. As she pointed out, two agencies sponsoring pilot projects, Census and JCP, had already given reports on Wednesday. Based on the success of Test Disk 2, Census has decided to distribute many CD-ROM disks to depositories. She mentioned Survey 89-300, which contains item numbers for various publications (mostly electronic) and which must be returned by Nov. 17. One item number surveyed is for miscellaneous Census CD-ROMs. GPO plans to have such a catch-all category for each agency, so GPO can order copies of CD-ROMs for depository distribution without delay, as they become

available. In Congressional testimony, Acting Public Printer Joseph Jenifer called the pilot projects "models of information systems that GPO envisions for the future." Ms. Erickson feels that evaluation of the projects by GAO will lend credibility to the results.

She then introduced discussion of the EBB, which will be the first online project. It will be a three-way experiment in cost-sharing, with Commerce and GPO paying some costs and the 100 test libraries providing their own equipment and paying their own telecommunication costs. In turn, they will have unlimited online access to the EBB for six months. Service is expected to begin in January.

Ken Rogers of the Department of Commerce took over to explain the content of the EBB. It has the latest economic news and statistics from Commerce, Census, International Trade Administration, NTIS, Federal Reserve Board, Bureau of Labor Statistics, and IRS. The biggest and most popular collection of material is the Trade Opportunities (TOPS) from ITA. It consists of marketing leads for U.S. businesses, which are collected by commercial officers in U.S. embassies around the world. Mr. Rogers went on to explain that GAO will be helping with site selection and evaluation. Libraries which aren't selected can subscribe to EBB for \$25/year. Subscribers pay their own long distance charges and receive two free daytime hours or four evening hours. Charges after that are by the minute. Commerce is also working on the National Trade Data Bank, which will be released on CD-ROM through the depository program, probably in August 1990.

Tom Beall from the General Accounting Office then explained GAO's role in site selection and evaluation. This is an unusual assignment for them, since they usually do just evaluations after the fact. So far, they have focused on selection procedures, particularly for the EBB. Of the 100 sites, 14 will be discretionary assignments and the rest will be selected by a mix of geography, and size and type of library. All depositories will be receiving a survey with an application; additional material may be attached explaining particular reasons a library wants to participate. GAO is also developing questions for evaluation after the projects are underway. Project participants will need to provide information on how the project works, with special focus on access and users.

Jerry Brown of the EPA explained his agency's Toxic Release Inventory project. Part of EPA's responsibility under the 1986 Superfund Amendments is to provide public access to data from facilities that manufacture or process over 300 designated toxic chemicals, and libraries are a critical link in carrying out this assignment. GPO has been EPA's prime producer for all their products. Information in the TRI database has not been widely available. Depositories will be offered a choice of microfiche or CD-ROM or both for this information, with the CD-ROM being more up-to-date. The fiche will be distributed by GPO in December and will go to depositories which selected that format, and also to all 2700 counties in the country. The CD-ROM version may be out before the fiche. Selecting libraries will receive the CD-ROM disk, floppy disk, and manual. This will be an annual product. Libraries

should make their communities aware that they have it. They may be asked to fill out a questionnaire and do a survey of users, in order to help evaluation.

Ms. Erickson gave what information she could on the Department of Energy's project, which is also an online one and which is still being developed. It will involve 20 libraries, which will be sharing costs with Energy and GPO. The Energy Department proposes 1) to provide the 20 test sites with online access to their Integrated Technical Information System (ITIS), which contains 14 months worth of Energy Research Abstracts, and 2) to study the best format for depository access to DOE Contractor Reports, which are now sent to libraries in microfiche. No target date has been set for starting. One feature being worked on is a gateway to allow online users to pass through ITIS to search commercial systems which contain older ERA material. Libraries would pay the usual fees for searching in the commercial database. Another feature being developed is a utility for converting records in the energy database from COSATI format to a MARC-like format, which would help libraries get these technical reports into their online catalogs.

Questions brought out the following points:

- * GPO has a machine for high-speed reproduction of floppy disks, and floppies will soon be in the Sales Program.
- * The first TRI disk will contain data from 1987, which was turned in by July 1988. A delay is unavoidable. 1988 data was due by July 1989 and will take until December to input.
- * GPO is trying to get re-usable software for projects, something with a perpetual license, that could be used for various agency products.
- * JCP has mandated cost-sharing and this concept was what sold the projects.
- * EBB has a quick-start manual but Commerce will consider more documentation for users.
- * There are no plans for press releases for pilot projects. This is the libraries' own responsibility.
- * Concerns were voiced about the expense of the DOE project (libraries need to be fully informed before agreeing to be a test site) and about the inequity for West Coast libraries of higher long distance charges for the EBB (no answer for this, except possibility of an 800 number in the future).
- * GPO's pre-solicitation meeting scheduled for Nov. 9 is open to the public. Copies of the agenda are available. (Note: Stated purpose of this meeting is "to identify opportunities for depository library dissemination of federal agency information

products and services in electronic formats which can be made available through non-government channels.")

Report from Regional Depository Library Meeting

Barbara Hulyk reported on the day-long regional meeting, held Tuesday before the Council meeting, and on some projects. Results of a regional survey done by Ridley Kessler have been sent to every regional library. A project on committee hearings and prints (comparing depository receipts to the CIS/Index) is still ongoing. A list of missing microfiche for 1982 has been given to Sheila McGarr at GPO; if paper copies of these hearings and prints can be located, they will be microfiched and distributed. A list for 1983 is almost complete. The regional meeting included a workshop on rare and valuable documents. A packet of materials on preservation of rare documents is planned, to be funded by various groups and to be sent to all depository libraries.

Gary Cornwell reported on activities of regionals regarding Appendix C (List of Superseded Depository Documents) and regional discards in general. After expanding the list of things regionals can safely discard, they are now concerned that regionals not discard too much. Some things should be retained permanently by some regionals. They plan to work with National Archives on this and possibly to add new material to Appendix C. Mr. Cornwell outlined the issue of getting online cataloging records for documents. Records for documents from 1976 to the present are available for purchase from Marcive Inc. For pre-1976 material, Sandy McAninch is looking for volunteer catalogers. With ongoing receipts, there are problems of the time delay in getting the cataloging tape and the fact that everything received is not on a tape product. A program at the Spring Council meeting will address issues with ongoing cataloging of documents for online catalogs. A pre-conference workshop for documents librarians at the 1990 ALA Annual Meeting will focus on MARC tag records.

Cataloging Update

Gil Baldwin reported on the shift of the classification operation out of the Cataloging Branch and into the newly-formed Acquisition and Classification Section. LPS has joined in the Linked Systems Project, which allows the creation of name and series authority records using OCLC hardware. These are then verified by the Library of Congress and added to the national authority file. Currently the cataloging backlog is over 8,000 titles, much of which is technical report microfiche. This has increased due to receipt of microfiche previously tied up in the microfiche contracting problems. Staffing is a key problem for the Cataloging Branch, both hiring and retention. Without more staff, the backlog will continue to rise. As of October, there were 16 catalogers and 4 to 6 vacancies. GPO has been seeking direct-hiring authority for catalogers from the Office of Personnel Management, which would allow them to consider a wider range of applicants. (Note: GPO was granted direct-hire authority in November 1989, to remain in effect through 9/30/90.)

Mr. Baldwin reported on the new GPO cataloging tapes, which will be available in January 1990. They will be generated independently of the production of the Monthly Catalog, will correct several long-standing problems with the old tape product, and will be more timely and more comprehensive. The new format contains no "availability records," has collective records for serials and multipart monographs, and contains no Monthly Catalog entry numbers. It contains all corrections entered into OCLC by GPO, but corrections will appear in subsequent tapes. Users of the new GPO cataloging tapes will need to revise their "deduping" strategies. GPO has no plans to produce or issue a revised version of the retrospective file of the Monthly Catalog tapes.

Report from the Office of Management and Budget

Frank Reeder of OMB reviewed his agency's position on the issue of access to government information, particularly electronic format information, and the progress on revision of Circular A-130. He discussed two Federal Register notices, the January 4, 1989 "Advance Notice of Further Policy Development on Dissemination of Information" and the June 15 "Second Advance Notice..." Librarians' response to the first notice was negative; OMB attempted in the second version to restate their position in more neutral terms. Mr. Reeder stressed that the government's objectives in making information available are first to have an informed polity, and, second, to assure that the intellectual products of government activity are widely available. Two principles that have become obvious are 1) that the depository library system is essential for wide availability of information, and 2) that a diversity of sources is necessary. He quoted from the June 15 notice: "Agencies should discharge their information dissemination responsibilities by taking full advantage of all dissemination channels, foremost among which are the Federal depository libraries..." Complex issues to be addressed are the pricing of information and defining the extent to which an agency is affirmatively obliged to assure that information is in the hands of those who need it. He mentioned two bills currently being considered in Congress (S. 1742 and H.R. 2381), which take differing views on information dissemination. While OMB will be guided by any legislation Congress passes, the Administration does feel it already has an affirmative responsibility to issue policy on access to information. If Congress leaves dissemination policy out of the reauthorization of the Paperwork Reduction Act (PRA), OMB will go ahead on its own.

OMB has made available to the public the Federal Information Locator System (FILS). This is an indexed summary of data on collections of information from the public, for which individual federal agencies have sought and received prior approval from OMB, as required by the PRA. (Note: FILS microfiche have been sent to all depositories on Shipping List 89-845-M, PrEx 2.14:989). FILS is just a start; an expanded FILS or some more comprehensive directory of government information sources is really needed.

Update on Current Issues Affecting Documents

Susan Tulis, Chair of GODORT, gave a status report on legislation under consideration that will affect public access to government information and the roles of OMB and GPO. She mentioned in particular S. 1742 and House draft legislation (not yet introduced), both of which would reauthorize the PRA. Two major concerns about both the Senate bill and the House draft are 1) the impact on the ability of executive agencies to exercise their dissemination responsibilities, and 2) a provision that denigrates the dissemination role of the government and elevates the role of the private sector at the expense of equitable public access to government information. Both bills share a dissemination checklist that requires agencies to consider, among other factors, "if an information product or service available from other public or private sources is equivalent to an agency product or service and reasonably achieves the dissemination objectives of the agency product or service." Librarians have been involved in testifying before committees and in a working group looking at evolving draft legislation. Ms. Tulis advises librarians to give continued attention to this legislation, as it will greatly impact depository libraries.

Open Forum

Chair-Elect David Cobb presided over this segment of the afternoon program, which included discussion on the following issues:

*Hernon/McClure User Survey - GPO has additional survey data on computer tape (besides what was used for the written report), but has no plans for further processing or analysis. GPO might be willing to make copies of the tapes available to researchers, but privacy is an issue. The report itself is not a sales item but extra copies are available from Mark Scully.

*Rainchecks - When GPO receives too few copies of a depository publication, if the shortage is less than 300 copies, they will go ahead and distribute the copies they have and send rainchecks for the rest. GPO-produced publications will be reprinted, but such work is low priority. If more copies are needed of agency-produced publications, letters are sent to the agencies and eventually the JCP is notified. GPO will reproduce publications in microfiche if possible, but some titles are not useful in that format. If no solution is found, an announcement is placed in Administrative Notes that the raincheck cannot be filled. Currently there is quite a backlog of rainchecks awaiting agency response or reprinting.

*Hardbound vs. paperbound - Depositories receive the paperbound version of the Statistical Abstract because it is issued before the hardbound and in the past librarians had complained about waiting for the hardbound version. The paperbound U.S. Government Manual is the only version published.

*Lighted Bin System - This system for distributing documents into shipping cartons,

which has been in use for five years, has been malfunctioning in the past year. Circuit boards have been identified as the problem, but getting spare parts is difficult. Problems with the system result in increased claims, while some libraries receive duplicate copies.

*CD-ROM Issues - The life expectancy of CD-ROM disks has been estimated in studies by commercial firms to be anywhere from 10 to 40 to 100 years. So far, government agencies don't seem to be doing accelerated testing of disks. Master copies must be kept in a special solution if they are to be reused; it's unclear how commercial mastering firms used by government are maintaining CD-ROM masters. GPO will reserve 50 claim copies of CD-ROM disks, rather than the usual 20, but they have no special plans for long-term replacement of damaged or defective disks.

*GPO Cataloging Tapes - Concern was expressed that omitting Monthly Catalog ID numbers from the new tape format will be a problem for some libraries which use these numbers for various purposes. There is no good way to include them, since this tape will be produced ahead of and separately from the Monthly Catalog. Various solutions were suggested and the matter will be studied by GPO.

*Electronic Shipping Lists - The automating of the shipping lists is partially completed, but has been delayed by work on the pilot projects. The system is not yet usable for generating paper shipping lists for paper and microfiche documents. Only after that is possible will work begin on sending it to depositories in electronic format. Some libraries hope to use machine-readable shipping lists for ongoing processing of documents, but no date has been set when such a service might be available.

*Claims - GPO is supposed to receive 20 extra copies of each document distributed, to fill claims; this number was set by the Inspector General about 10 years ago. But GPO often does not receive 20 copies to begin with. Some libraries try to claim on item numbers they're not yet entitled to receive or to get titles for which they've received rainchecks. No statistics are kept on how many "claims copies exhausted" notices are sent. West Coast libraries, even regionals, report that many of their claims are unfilled. Perhaps GPO could hold all claims for awhile, then fill ones from regionals first and the others on a random basis. Fixing the lighted bin system is crucial.

*Foreign Relations of the U.S. - Conversion of this title to microfiche occurred several years ago but concern about the lack of hardbound copies for depositories has surfaced recently. Going back to press for the 20 volumes already issued in fiche would be quite expensive. This title is selected by 1,065 libraries. The Department of State and the JCP are looking at the problem. Options might include switching to dual format with the current issue and/or making available to depositories the surplus sales stock of hardbound copies of the 20 volumes already issued in microfiche, so that at least some depositories would have hard copy.

*Congressional Record - Could the daily edition be produced on acid-free paper with continuous pagination? That would allow libraries the option of binding it themselves and thereby eliminate the need for the bound edition.

Meeting Convened, Friday

The Friday session began with a presentation by Donna Seymour on "Documents Use and Public School Libraries." She described a survey that she conducted on this topic as part of her masters degree work at the University of North Carolina at Asheville, and a workshop which she organized. She found a definite need for and interest in documents in schools, but a lack of awareness on the part of school librarians and a need for help. GPO's policy of pre-paid orders presents great difficulties for schools. She suggested steps that depository libraries and GPO could take to reach potential users of documents in school libraries.

Council discussed and voted on four commendations, a response to the Public Printer's 4th request from Spring 1989 (seeking feedback on the Hernon/McClure study), and ten recommendations. All these were passed, with the exception of Recommendation 8 (concerning microfiche of the Congressional Record), which was tabled until Spring. These have been reported in a previous issue of Administrative Notes. The meeting was adjourned at 12:00.

Respectfully submitted,

Sally Holterhoff
Secretary

Whatever Happened To . . . ? ? ?

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| <u>Class no.</u> | <u>Item no.</u> | <u>Status</u> |
|------------------|-----------------|--|
| C 3.2:T 11/2 | 0146 | <p><u>Census of Population and Housing (1990) Tabulation and Publication Program.</u></p> <p>This publication was mailed to all depositories by the Census Bureau in October 1989. It was also given to attendees of the Fall 1989 Depository Library Council. As it was never distributed by LPS, it never appeared on a shipping list. The SuDocs number is being provided now.</p> |
| D 1.2:T 27 | 0306 | <p><u>Terrorist Group Profiles.</u></p> <p>Only one copy of this publication was received. LPS is trying to acquire publications through Sales for depository distribution. As soon as we obtain the copies we will distribute them to the libraries.</p> |
| D 101.85:12/5 | 0325-F | <p><u>INSCOM Journal</u></p> <p>LPS was informed by the Department of the Army that no issue of this publication was printed for July 1989.</p> |
| I 29.76: | 0648-D | <p><u>National Register of Historic Places.</u></p> <p>This publication has not been a depository item for some time. However, recently depositories have been writing to LPS about a new edition of this book. This title is now published by the American Association of State and Local Histories. As no government funds are used, this title cannot be distributed by GPO under Section §1901 of Title 44, U.S.C.</p> |
| J 1.1/2-2:989-90 | 0717-G-06 | <p><u>U.S. Department of Justice Legal Activities 1989-1990</u></p> <p>LPS has been informed by the Justice Department that they cannot provide additional copies of this publication, no rain check shortages will be mailed.</p> |

Whatever Happened To . . . ? ? ?

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| <u>Class no.</u> | <u>Item no.</u> | <u>Status</u> |
|------------------|-----------------|--|
| Ju 10.3/2: | 0728-B | <u>The Third Branch</u> The issuing agency failed to supply any copies of volume 21, January through September 1989. The issuing agency has been directed by GPO to go back to press in order for LPS to ship back issues of this title to depositories selecting this item number. No timetable for shipping this title can be given. |
| S 1.138: | 0876-A-06 | <u>Patterns of Global Terrorism</u> The latest issue of this annual distributed by LPS was 1986. The issuing agency failed to print any copies for depository distribution for the 1987 and 1988 issues. Under provisions of Title 44, U.S.C. Section §1903, LPS cannot reprint this title in paper. However LPS has acquired one copy of each title which will be converted to microfiche. No timetable for distribution in microfiche can be given. |
| TD 2.46/2:989/3 | 0982-G-41 | <u>Monthly Motor Fuel Reported By the States, March 1989</u> LPS has been informed by the Federal Highway Administration that they cannot provide additional copies of this publication, no rain check shortages will be mailed. |

Update to the List of Classes

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| <u>Class no.</u> | <u>Item no.</u> | <u>Change/Notice</u> |
|------------------|-----------------|---|
| A 17.18/5: | 0095-A-02 | List of Journals Indexed in Agricola (annual) (P) will be added to item number 0095-A-02. |
| A 93.45/3: | 0042-F-01 | Change Format from Paper to Microfiche. |
| D 2.19/4: | 0424-B-05 | Change frequency from 3 times a week to irregular. |
| D 101.89: | 0323-E | The agency has informed LPS that the title Resource Management Journal has been changed to Resource Management (quarterly) (P). |
| GA 1.16/3: | 0546-E | Change title from Reports Issued In to Reports and Testimony (month and year) (P). |
| HE 20.3053/2: | 0507-D-10 | NIH Extramural Programs, Funding for Research and Research Training (MF) will be added to item number 0507-D-10. |
| HE 20.3037/7: | 0506-A-23 | Minority Biomedical Research Support Program, A Research Resources Directory (MF) will be added to item number 0506-A-23. |
| HE 20.7317: | 0494-K-03 | New Serial Record. Fluoridation Census (annual) (MF) will be added to item number 0494-K-03. |
| HE 20.8234: | 0831-C-01 | NIDA Capsules (series) (MF) will be added to item number 0831-C-01. |
| HE 22.38: | 0512-A-24 | HCFA Rulings (P) will be added to item number 0512-A-24. |
| HH 1.110: | 0582-T | Urban Development Action Grants (MF) will be added to item number 0582-T. |
| I 29.104/3: | 0624-E-07 | Local Preservation (irregular) (P) will be added to item number 0624-E-07. |
| L 1.86: | 0744-A | Catalog of Courses Fiscal Year... (annual) (MF) will be added to item number 0744-A. |
| L 35.25: | 0766-D | Fiscal Year.. OSHA Training Institute Schedule of Courses and Registration Requirements (annual) (P) will be added to item number 0766-D. |

Update to the List of Classes

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| <u>Class no.</u> | <u>Item no.</u> | <u>Change/Notice</u> |
|------------------|-----------------|---|
| TD 1.9/4: | 0982-C-07 | Directories (MF) will be added to item number 0982-C-07. |
| TD 2.30/11: | 0982-G-19 | Report FHWA-RT (series) (MF) will be added to item number 0982-G-19. |
| TD 7.19/2: | 0982-H-13 | A Directory of Urban Public Transportation Service (MF) will be added to item number 0982-H-13. |
| TD 5.24: | 0931-C | On Scene (bimonthly) (P) has been discontinued. |
| TD 4.26/2: | 0431-A-54 | Great Lakes Intercom (semimonthly) has been discontinued. |

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